

## J. V. FLETCHER LIBRARY BOARD OF TRUSTEES MINUTES

**MEETING DATE:** November 22, 2004 ; Trustee Orientation at Hildreth Hills

### **PRESENT:**

- √ Kelly, Sandra, Chair
- √ Price, Robert, Treasurer
- √ Wrobel, Jack, Secretary
- √ Daniels, David
- √ Adams, Elizabeth
- ☐ Fleckner, Marianne
- √ Rainville, Ellen Director
- √ Nolen, India Asst. Director

### **ABSENT:**

- ☐ Kelly, Sandra, Chair
- ☐ Price, Robert, Treasurer
- ☐ Wrobel, Jack, Secretary
- ☐ Daniels, David
- ☐ Adams, Elizabeth
- √ Fleckner, Marianne
- ☐ Rainville, Ellen Director
- ☐ Nolen, India Asst. Director

### **I. CALL TO ORDER: 7:35 PM**

### **II. SIGNING OF WARRANTS:**

<i>Trust Fund</i>	<i>Expenditures</i>	<i>Deposits</i>
Library Trustee Acct., #672		
All Purpose Trust Fund, #673		
Library Book Fund, #674		
Lecture Trust Fund, #675		
J. V. Fletcher Library Trust Acct., #676		
E.D.R. Cont. Educ. Trust Fund, #677		

### **III. MINUTES: None**

**A. Approved:**

**B. Amended:**

**C. Disapproved:**

### **IV. APPROVAL OF TREASURER'S QUARTERLY REPORT:**

None

**V. REPORT OF THE DIRECTOR:**

- a) The Director and veteran Trustees conducted an orientation for new Trustees. The Director reviewed the Trustees Policies and practices as well as key Library procedures.
- b) Of particular emphasis were upcoming facility issues:
  - another heat pump failed
  - electronic parts for the heat pumps are no longer available and four pumps have to be set manually
  - the above problems affect the Library's energy management

The consensus of the Trustees was to conduct an orientation annually even if there are no newly elected members.

**VI. REPORT OF COMMITTEES:**

None

**VII. COMMUNICATIONS:**

None

**VIII. UNFINISHED BUSINESS:**

None

**IX. NEW BUSINESS:**

Motion by R. Price, seconded by S. Kelly and unanimously approved to thank the Westford League of Women Voters for its support of the Library's Special Town Meeting Resolution on the US Patriot Act.

**X. ANNOUNCEMENTS:**

None

**XI. ADJOURNMENT:** Motion to adjourn was made by D. Daniels, seconded by E. Adams and unanimously approved at 9:05 pm.